



**• Management of Asbestos Policy and Procedure**

<b>Reference No.</b>	<b>P26:2009</b>
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<b>P22:2004</b>	Health and Safety Policy and Procedure

<b>Suitable for Publication</b>	
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<b>Procedure Section</b>	<b>Yes</b>

<b>Protective Marking</b>
<b>Not Protectively Marked</b>

**PRINTED VERSIONS SHOULD NOT BE RELIED UPON. THE MOST UP TO DATE VERSION CAN BE FOUND ON THE FORCE INTRANET POLICIES SITE.**

## Table of Contents

<b>1</b>	<b>Policy Section</b>	<b>3</b>
1.1	Statement of Intent – Aim and Rationale	3
1.2	Our Visions and Values	3
1.3	People, Confidence and Equality	4
<b>2</b>	<b>Standards</b>	<b>5</b>
2.1	Legal Basis	5
2.2	People, Confidence and Equality Impact Assessment	5
2.3	Monitoring / Feedback	5
<b>3</b>	<b>Procedure Section</b>	<b>6</b>
3.1	Introduction	6
3.2	Why was Asbestos Introduced?	6
3.3	Duty Holders	7
3.4	Asbestos Survey (Registers) (material Analysis)	8
3.5	Asbestos Management Strategy/Site Specific Plans	9
3.6	Removal of Asbestos	10
3.7	Licensed Asbestos Removal Contractors (ARCS)	10
3.8	Action to take in the event of accidental damage has taken place to a known or suspected Asbestos Containing Material (ACM)	10
3.9	Air Sampling Techniques	11
3.10	Asbestos Waste	11
3.11	Asbestos Training	12
3.12	Operational Events Where Staff could be exposed to Asbestos	12
<b>4</b>	<b>Consultation and Authorisation</b>	<b>14</b>
4.1	Consultation	14
4.2	Authorisation of this version	14
<b>5</b>	<b>Version Control</b>	<b>14</b>
5.1	Review	14
5.2	Version History	15
5.3	Related Forms	15
5.4	Document History	15
	Appendix A	16

# 1 Policy Section

## 1.1 Statement of Intent – Aim and Rationale

- 1.1.1 This policy, depending on the individual circumstances can apply to both the Chief Constable as the employer of Police Officers and Police Staff and the Office of the Police and Crime Commissioner as the employer of staff employed by them. Where the phrase “Dorset Police” is stipulated, this policy may apply to the Chief Constable or the Office of the Police and Crime Commissioner, or potentially both acknowledging that they are in their own right separate corporations sole and both have legal responsibilities under the Health and Safety At Work etc Act 1974.
- 1.1.2 Dorset Police are fully committed to securing the health and safety of its staff and other people and its property. This includes the pro-active management of asbestos containing materials located within its undertaking. It will endeavour to ensure that all asbestos containing materials contained or removed from its premises will not present a health hazard to any person or hazard to the environment.
- 1.1.3 The aim of this policy document is to introduce arrangements into the organisation for managing asbestos containing materials, contained within Dorset Police Premises.
- 1.1.4 The Introduction of this policy will enable the Force to comply with its statutory obligations under the ‘Health and Safety at Work etc Act 1974 and more specifically under the ‘Control of Asbestos Regulations 2012 (CAR 2012) to manage asbestos in non domestic premises.

## 1.2 Our Visions and Values

Dorset Police is committed to the principles of “One Team, One Vision” – A Safer Dorset for You”

Our strategic priority is to achieve two clear objectives:

- To Make Dorset Safer
- To Make Dorset Feel Safer

In doing this we will act in accordance with Our Values of:

- Integrity
- Professionalism
- Fairness and
- Respect

### National Decision Model

The National Decision Model (NDM) is the primary decision-making model used in Dorset Police. The NDM is inherently flexible and is applied to the development and review of all policy, procedure, strategy, project, plan or guidance. Understanding, using and measuring the NDM ensures that we are able to make ethical (see Code of Ethics), proportionate and defensible decisions in relation to policy, procedure, strategy, project, plan or guidance.

## Code of Ethics

The Code of Ethics underpins every day policy, procedures, decision and action in policing today. The Code of Ethics is an everyday business consideration. This document has been developed with the Code of Ethics at the heart ensuring consideration of the 9 Policing principles and the 10 standards of professional behaviour. Monitoring is carried out through the Equality Impact Assessment process which has been designed to specifically include the Code of Ethics.

### 1.3 People, Confidence and Equality

This document seeks to achieve the priority to make Dorset feel safer by securing trust and confidence. Research identifies that this is achieved through delivering services which:

1. Address individual needs and expectations
2. Improve perceptions of order and community cohesion
3. Focus on community priorities
4. Demonstrate professionalism
5. Express Force values
6. Instil confidence in staff

This document seeks also recognises that some people will be part of many communities defined by different characteristics. It is probable that all people share common needs and expectations whilst at the same time everyone is different.

Comprehensive consultation and surveying has identified a common need and expectation for communities in Dorset to be:-

- Listened to
- Kept informed
- Protected, and
- Supported.

## **2 Standards**

### **2.1 Legal Basis**

2.1.1 This policy has been developed taking this into account the statutory requirements of the Health and Safety at Work etc Act 1974 and relevant subordinate legislation made under it.

2.1.2 The Control of Asbestos Regulations 2012 place a legal duty on those persons who control non domestic premises to manage the risks from asbestos. Within that duty is the requirement to undertake a suitable and sufficient assessment to determine whether asbestos is liable to be or is present in premises. The person in control of the premises must ensure that the measures which are to be taken for managing the risk are specified in a written plan.

### **2.2 People, Confidence and Equality Impact Assessment**

During the creation of this document, this business area is subject to an assessment process entitled "People, Confidence and Equality Impact Assessment (EIA)". Its aim is to establish the impact of the business area on all people and to also ensure that it complies with the requirements imposed by a range of legislation.

### **2.3 Monitoring / Feedback**

2.3.1 This document will be reviewed and updated by the HR (Specialist), Health and Safety to ensure that it remains fit for purpose. Monitoring will be undertaken by the Health and Safety Unit when undertaking visits to premises or visiting work activities involving contractors and contractors specifically undertaking asbestos removal on Dorset Police property.

Feedback relating to this policy can be made in writing or by e-mail to

Address: Mr R Aiston, HR Specialist (Health & Safety), Dorset Police, Winfrith, Dorset.  
DT2 8DZ

E-mail: bob.aiston@dorset.pnn.police.uk

Telephone: 01305 223724

## 3 Procedure Section

### 3.1 Introduction

- 3.1.1 The Force has a legal duty to manage asbestos containing materials (ACMs) contained within its buildings so as to prevent the exposure of employees and other persons, in particular visiting contractors, to airborne asbestos fibres.
- 3.1.2 Asbestos is only a risk to health if asbestos fibres are released into the air and breathed in. Asbestos presently kills 4500 people a year in Great Britain. This number is expected to continue rising for the next ten years.
- 3.1.3 Breathing in air containing asbestos fibres can lead to asbestos related diseases, mainly cancer of the lungs and chest lining. There is no cure for asbestos related diseases
- 3.1.4 There are three main types of asbestos found in premises; these are commonly called crocidolite – blue asbestos, amosite – brown asbestos and chrysotile – white asbestos. All of them are dangerous. Blue and brown are more hazardous than white. All types of asbestos are a type 1 carcinogen. There are four main diseases caused by asbestos: mesothelioma (which is always fatal), lung cancer (almost always fatal), asbestosis (not always fatal, but it can be very debilitating) and diffuse pleural thickening (not fatal).
- 3.1.5 There is usually a long delay between first exposure to asbestos fibres and the onset of disease. This can vary from 15 to 60 years.
- 3.1.6 Asbestos was extensively used as a building material in the UK from the 1950s through to the mid-1980s. It was used for a variety of purposes and was ideal for fireproofing and insulation. Any building built before 2000 (houses, factories, offices, schools, hospitals etc) can contain asbestos. Asbestos materials in good condition are safe unless they become damaged and asbestos fibres become airborne, which happens when materials are damaged or becomes friable (easily crumbled).
- 3.1.7 Anybody who works on a fabric of a building are at risk of disturbing asbestos e.g. electricians, joiners, plumbers, gas fitters, heating and ventilation engineers, phone data engineers, general maintenance tradesmen etc.

### 3.2 Why was Asbestos Introduced?

- 3.2.1 Asbestos was hailed as a “wonder product” in the early 19<sup>th</sup> century. It was relatively cheap and easy to extract. Properties of asbestos that make it so useful include:
- ◆ Good thermal insulator
  - ◆ Stability at high temperatures
  - ◆ Good electrical insulation
  - ◆ High tensile strength
  - ◆ Long flexible fibres
  - ◆ Does not degrade over time

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3.2.2 Therefore asbestos was widely used within buildings for insulation, fire protection etc.

3.2.3 Vast amounts of the mineral fibre were used in buildings, the majority in the form of:

- ◆ Sprayed asbestos
- ◆ Pipe lagging
- ◆ Boiler insulation
- ◆ Insulation boards
- ◆ Ceiling tiles
- ◆ Floor tiles
- ◆ Incorporated into cement products etc

3.2.4 Much asbestos is still in place. Provided it is in good condition it is perfectly safe and does not require automatic removal. The material only becomes a risk to health when fibres are released and breathed in through the following actions:

- ◆ Having been disturbed
- ◆ Subject to accidental damage
- ◆ Becomes frayed
- ◆ Scratched
- ◆ Drilled into
- ◆ Cut
- ◆ Falling away from the surface to which it was applied
- ◆ Protective covering broken
- ◆ Deliberately broken
- ◆ Becomes friable

## 3.3 Duty Holders

3.3.1 The primary duty holder under the Control of Asbestos at Work Regulations 2012 is the Office of the Police and Crime Commissioner as the asset holder for all of the Dorset Police Estate.

3.3.1 The Office of the Police and Crime Commissioner has delegated the task for ensuring that asbestos containing materials (ACMs) which are contained within Dorset Police premises is satisfactorily managed to the Assistant Chief Officer. The Assistant Chief Officer has assigned the task of ensuring that all ACMs located within Dorset Police building are satisfactorily managed to the Head of Estates. The Head of Estates has assigned the responsibility for the day to day management of all ACMs located in owned or leased Dorset Police Buildings to the Building Services Manager. The Building Services Manager is responsible for; the production and annual review of a corporate asbestos management strategy, the production and regular review of asbestos management plans for every Dorset Police premises and ensuring that all Dorset Police premise are subject to a material analysis (asbestos survey). They are also responsible for ensuring that building's asbestos management plans are updated when any work is undertaken which involves work on ACMs.

3.3.2 The Estates and Building Services Unit will bring to the attention of all contractors undertaking work on Dorset Police premises the presence of any presumed or known presence ACMs by stating on the official works order that they must refer to the on-site building's asbestos management plan before commencing any work.

- 3.3.4 The Estates and Building Services Unit will only use the services of an United Kingdom Accredited Service (UKAS) accredited laboratory for the analysis of asbestos samples taken from Dorset Police buildings.
- 3.3.5 The Health & Safety unit is to be promptly notified by the Estates and Building Services Unit of any work which involves the pre-planned handling (prior to the work being undertaken), unintentional discovery or disturbance etc of any material/product which is known to be or suspected to contain asbestos on any owned or leased Dorset Police premises immediately.
- 3.3.6 Managers must ensure that where they have members of staff who are liable to disturb asbestos while performing their normal everyday work receive asbestos awareness training.

### **3.4 Asbestos Survey (Registers) (material Analysis)**

- 3.4.1 The statutory obligation placed on duty holders (the primary duty falling on the Police and Crime Commissioner) is to ensure that asbestos is managed within Dorset Police premises. This duty under CAR 2012 does not apply to non domestic premises except common areas. Dorset Police does have a statutory obligation under the Health and Safety at Work Act 1974, to ensure that the health and safety of other persons apart from employees is not put at risk by the activities of its undertaking. This obligation is partly satisfied through investigation to identify whether ACMs are within premises.
- 3.4.2 Having an asbestos survey undertaken on all Dorset Police premises demonstrates that the organisation is attempting to identify and manage ACM's contained within its premises.
- 3.4.3 Asbestos surveys must be undertaken by a competent organisation accredited by UKAS or be an individual personally certified by a scheme accredited by UKAS. The Asbestos Building Inspectors Certification Scheme (ABICS) certifies surveyors and inspectors competent to undertake asbestos surveys.
- 3.4.4 There are two types of asbestos survey; management survey and a refurbishment/demolition survey:
- ◆ Management survey is required to manage ACMs during the normal occupation and use of premises. The survey must locate ACMs that could be damaged or disturbed by normal activities, by foreseeable maintenance, or by installing new equipment. It involves minor intrusion and minor asbestos disturbance to make a Materials Assessment. This shows the ability of ACMs, if disturbed, to release fibres into the air. It guides the client, e.g. in prioritising any remedial work. A survey will not necessarily reveal the presence of all ACMs in a building, e.g. ACMs located in hidden ducts.
  - ◆ A refurbishment / demolition survey is required where the premises, or part of it, need upgrading, refurbishment or demolition. The survey does not need a record of the ACM condition.
- 3.4.5 Asbestos surveys (registers) will contain the following relevant information:



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- ◆ A plan/drawing of the building to which the register relates with the areas containing asbestos marked on it
- ◆ Location of where the asbestos is
- ◆ The form of asbestos, e.g., lagging, ceiling tiles etc
- ◆ The condition of the asbestos
- ◆ The type of asbestos
- ◆ Prone to damage assessment
- ◆ Recommended period of re-inspection
- ◆ Determination of the level of risk the asbestos poses
- ◆ Whether removal is recommended or not

3.4.6 Areas where ACMs are known to exist in a building will be marked with an appropriate asbestos warning label.



3.4.7 Master asbestos registers shall be retained by the Estates and Building Services Unit at Police Headquarters, Winfrith. Duplicate registers will be held in the premises site file to which they relate to.

3.4.8 No work involving any asbestos product is to be undertaken without the prior express knowledge and authority of the Estates and Estates and Building Services Unit.

3.4.9 Work orders placed by the Estates and Building Services Unit or any other department for contracts of service with contractors will be endorsed accordingly to instruct the contractor of the need to sight and read the building's site file which contains the premises asbestos management plan. The local manager whose staff will be affected by any contractual work is to be notified by the Estates and Building Services Unit. Work by the contractor is not allowed to commence until the local manager has been advised of any intended works.

## 3.5 Asbestos Management Strategy/Site Specific Plans

3.5.1 The Building Services Manager is responsible for the preparation and annual review of a corporate Asbestos Management Strategy. This strategy sets out how the organisation intends to corporately manage ACMs in all Dorset Police premises. The strategy also includes action to be taken in the event of inadvertent damage and procedures for removal. Subserving to the strategy are premises site specific asbestos management plans

3.5.2 The Building Services Manager is responsible for the preparation and annual review of site specific premises asbestos management plans where the material assessments (asbestos surveys) have identified that ACMs are or are presumed to be present. This plan must be written, reviewed and revised at regular intervals and when there is reason to suspect that the plan is no longer valid, or there has been a significant change in the premises to which the plan relates. Asbestos management

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plans are intended to state how the organisation intends to manage ACMs on a specified premise. Asbestos surveys (material analysis) form an important part of a premises management plan.

### 3.6 Removal of Asbestos

- 3.6.1 An asbestos containing product found to be in a good condition and not likely to be damaged is safe and can remain in situ. It may be decided at a later date, e.g., during planned building refurbishment work, to have it removed.
- 3.6.2 The removal of any asbestos containing material during planned building refurbishments etc. will only be carried out by a competent person or a licensed asbestos removal contractor. The contractor has a statutory obligation to give 14 days prior notification of the work to be undertaken to the Health and Safety Executive (HSE) and provide an assessment and method statement before work commences to both the enforcing authority and to the Estate and Estates and Building Services Unit.
- 3.6.3 On completion of removal, the work area is not to be re-occupied by Force staff until a satisfactory air clearance test of the affected areas is carried out. The results are to be notified to the Estates and Estates and Building Services Unit who will subsequently advise the locally effected manager and the Health and Safety Unit.
- 3.6.4 Consideration to re-site staff away from adjacent areas where the removal is to take place must be given at the earliest opportunity after consultation with the local manager has taken place.

### 3.7 Licensed Asbestos Removal Contractors (ARCS)

- 3.7.1 In the majority of cases, work with asbestos containing materials can only be undertaken by an asbestos removal contractor licensed by the Health and Safety Executive (HSE). A licence is normally valid for a period up to a maximum of three years.
- 3.7.2 There are exemptions to employing a licensed asbestos removal contractor where the proposed work has been assessed as low intensity or sporadic. These circumstances still require that the contractor wear the correct personal protective equipment, has had appropriate training and has been provided with formation and safe systems of work before work commences.
- 3.7.3 Where occasions do arise that require asbestos to be removed from Force premises, the Force will employ the services of a licensed asbestos removal contractor

### 3.8 Action to take in the event of accidental damage has taken place to a known or suspected Asbestos Containing Material (ACM)

- 3.8.1 The actions in appendix A must be followed.

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- 3.8.2 The Estates and Building Services Unit having been immediately notified of the event will enact the Asbestos Management Strategy and Plan.
- 3.8.3 It is important that all persons must immediately vacate the affected area and that the area is sealed off and persons prohibited from entering.
- 3.8.4 The Estates and Estates and Building Services Unit will have the material sampled and analysed and if need be contact a competent licensed asbestos removal contractor to have the damaged material either: removed, sealed, enclosed, encapsulated or repaired. Whatever course of action is decided, background air sampling of the affected area is to be carried out before re-occupation by Force or any staff takes place, to ensure that the presence of any asbestos fibres is below the control limits. The results are to be notified to the Estates and Building Services Unit, who will subsequently notify the locally effected manager, the Health & Safety Unit, UNISON and the Police Federation.
- 3.8.5 An assessment and method statement under the CAW 2012 must be produced by the licensed asbestos removal contractor before any work involving asbestos takes place.

### 3.9 Air Sampling Techniques

- 3.9.1 There are five air sampling techniques employed when working with asbestos:
- ◆ Background sampling – employed outside of the immediate work/release area when there has been accidental damage to asbestos containing material or before a work activity begins.
  - ◆ Leak sampling – employed immediately outside an asbestos enclosure to ensure that the enclosure is working correctly during asbestos removal operations.
  - ◆ Personal sampling – employed to measure exposure levels to personnel employed in the removal of asbestos to ensure that the PPE and controls are adequate.
  - ◆ Clearance sampling – carried out on completion of asbestos stripping inside the enclosure
  - ◆ Reassurance sampling – carried out outside the immediate work area after removal of an asbestos enclosure.

### 3.10 Asbestos Waste

- 3.10.1 All asbestos waste is subject to the “Special Waste Regulations 1996”. Licensed Contractors must have a working knowledge of these Regulations. Only specific licensed sites can receive asbestos waste.
- 3.10.2 The person acting for the organisation who has been responsible for instructing the contractor in the removal of asbestos waste from Force premises, must obtain a copy of the waste transfer note. This must be retained on record together with the

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asbestos removal contractor's risk assessment and method statement regarding the work undertaken, for a period of ten years.

### 3.11 Asbestos Training

- 3.11.1 Any member of staff liable to disturb asbestos while performing their normal everyday work is required to receive asbestos awareness training. Employers are obliged to ensure that adequate information, instruction and training is given to those members of staff who are liable to be exposed to asbestos during the course of their work. The purpose of the training is to ensure that they can recognise asbestos containing materials and know what to do if they come across them.
- 3.11.2 The following roles will require Asbestos awareness training: building surveyors, site liaison personnel (externally sourced), search team personnel, CSIs and property officers (internally sourced through the health and safety unit). Managers have a responsibility to ensure that the appropriate training is arranged. Refresher training is to be carried out every 3 years for all the aforementioned roles. Managers/supervisors are to ensure that the names of those attending training are entered onto the Forces Learning Management System (LMS).

### 3.12 Operational Events Where Staff could be exposed to Asbestos

- 3.12.1 Instances arise where officers can be inadvertently exposed to ACMs e.g. search teams, crime scene investigators, dog training and less of a risk, custody centre staff (through dealing with a detained person who because of their alleged crime, may have come into contact with ACMs e.g. illegally removing copper pipe).
- 3.12.2 Search teams because of their role will have the potential to come into contact with ACMs. It is important that they must make every effort before conducting their search to establish from the building/property/site owner the presence of any presumed or known ACMs. They must sight the building's asbestos material analysis report/asbestos survey/asbestos register/asbestos management plan. Search teams are not to enter a building/property/site known to contain damaged or friable ACMs without first contacting The health and Safety Unit to seek advice.
- 3.12.3 Persons searching/visiting crime scenes must endeavour to establish through other attending agencies at the scene or the building/property/site owner if ACMs are present before commencing their investigation. Extreme care must be exercised before entering the area. Only persons wearing the appropriate personal protective equipment must enter the area. The Health and Safety Unit are to be contacted to seek advice if they are in any doubt.
- 3.12.4 Occasionally, persons who have been detained have been exposed to ACMs due to their alleged crime e.g. obtaining copper pipe without authority. The process of detention will normally involve transportation in a vehicle and retention in a custody centre. Both locations will probably become contaminated and will therefore require decontaminating.
- 3.12.5 In circumstances where it is known or presumed that the presence of ACMs is present, detained persons should be kept outside of the vehicle and invited to put on

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a white overall and wipe down their hair, face, hands, footwear with a damp rag before being placed inside the vehicle. All vehicle windows should be down during transit to achieve maximum ventilation of the vehicle. Rags etc must be bagged and taken to the custody centre and disposed off as asbestos waste. On arrival at the custody centre, the detained person must be strongly encouraged to remove their outer clothing outside of the custody building, given fresh clothing e.g a white suit, taken into the building and strongly encouraged to have a shower and be provided with a change of clothing. All contaminated clothing must then be placed into a plastic bag, labelled "asbestos contaminated" and advise the detained person that they will need to wash their clothing or dispose of it as asbestos waste. All rags etc are to be disposed of as asbestos waste. Contact the Health and safety Unit to seek advice on appropriate disposal.

- 3.12.6 The vehicle used for transportation must be withdrawn from service immediately, labelled "asbestos contaminated" and decontaminated before being brought back into use. Advice can be sought from the Estates and Building Services Unit on suitable contractors who can undertake asbestos decontamination.
- 3.12.7 Officers must endeavour to remain upwind of the detainee at all times. Arresting officers must as soon as practicable, remove their potentially contaminated clothing, place the items into a plastic bag for laundering by a specialist company, label the bag, "asbestos contaminated clothing", contact the Procurement and Distribution Department for laundry advice, shower and change into fresh clothes. Contact the Health and Safety Unit to seek advice on appropriate laundry facilities.
- 3.12.8 Vacated buildings e.g. old schools/hospitals etc, make ideal training venues for dog training. Unfortunately, the majority of these buildings were refurbished or constructed before the year 2000 and will probably contain asbestos. These buildings are generally in a poor state of repair and are at risk of containing ACMs in a poor condition giving rise to the potential release of asbestos fibres.
- 3.12.9 Before vacated etc buildings are used for dog training, enquiries are to be made to the owner of the building/property/site by the person managing the training event to enquire as to the existence of known or presumed ACMs or any other hazard which could affect the health and safety of staff and the dog.
- 3.12.10 Any building/property/site which contains ACMs which have not been subject to management control are not to be used for dog or any other training.

## 4 Consultation and Authorisation

### 4.1 Consultation

Version No:	Name	Rank/Role	Date
Police & Crime Commissioner			
Police Federation			
Superintendents Association			
UNISON			
Other Relevant Partners (if applicable)			

### 4.2 Authorisation of this version

Version No: 2.3	Name	Rank/Role	Date
Prepared:	Robert Aiston	HR Specialist (Health and Safety)	22/1/2015
Quality assured:			
Authorised:	Pete Channon	Head of Personnel Services	30.1.15
Approved:			

## 5 Version Control

### 5.1 Review

Date of next scheduled review	Date: 30 <sup>th</sup> January 2017
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## 5.2 Version History

Version	Date	Reason for Change	Created / Amended by
1.0	July 2010	Initial Document	Mr R Aiston
1.1	November 2012	Amended to reflect transition from DPA to the PCC	Mr R Aiston
2.0	Dec 2012	Document amended to take into account revised legislation (CAR 2012). Guidance on action to take on accidental asbestos release in buildings. Inclusion of training requirement and operational guidance on entering areas potentially containing ACMs and inclusion for the requirement to have premises asbestos management plans in place.	Mr R Aiston
2.1	February 2014	Document reviewed as follows; to take into account the 2 <sup>nd</sup> stage transfer arrangements, clarification on paragraphs 2.4, 3.3.1, 3.4.1, 3.6.3 and reorganisation of the Health and Safety Unit.	Mr R Aiston
2.2	14/11/14	The policy has been reviewed in preparation for NICHE implementation (April 2015), no changes necessary	Policy Co-ordinator (6362)
2.3	22/1/2015	Minor changes to paragraphs; 3.3.1-gender change, remove responsibility substitute with assigned, 3.7.2 reworded to clarify requirement, 3.12.8 substitute "might" with "probably". Substitute through document Building Services Unit with Estates and Building Services.	Mr R Aiston

## 5.3 Related Forms

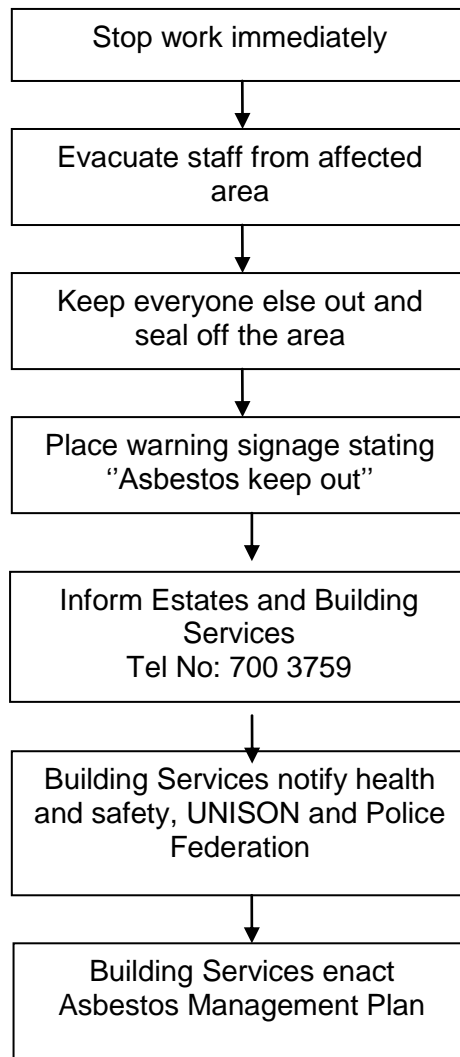
Force Ref. No.	Title / Name	Version No.	Review Date

## 5.4 Document History

<b>Present Portfolio Holder</b>	Director of Human Resources
<b>Present Document Owner</b>	HR Specialist (Health & Safety)
<b>Present Owning Department</b>	Human Resources
<b>Details only required for version 1.0 and any major amendment ie 2.0 or 3.0:</b>	
<b>Name of Board:</b>	: Health, Safety & Wellbeing
<b>Date Approved:</b>	
<b>Chief Officer Approving:</b>	Director of Human Resources

Template version January 2013

**Action to take in the event of accidental damage has taken place to a known or suspected Asbestos Containing Material (ACM)**



It is important to:

1. Vacate the area immediately.
2. Close the area off.
3. Prevent other people from entering the affected area.
4. Follow the chart above.
5. Minimise the spread of contamination to other areas.